ESH DIVISION SAFEGUARDS & SECURITY INFORMATION SHEET
Laboratory facilities, grounds, supplies, equipment, surplus material and Classified Matter are U.S. Government property. This property is subject to federal laws concerning acquisition, use protection, disposal & loss. Leased facilities/property are also subject to the same laws. All employees & contractors must exercise responsible stewardship over this property and information.

General

ESH Division OSSO (Organizational Safeguards & Security Officer): Dennis Rupp, ESH-DO/CST-25, 667-4435, Cell 699-1983, MS: J519 (Home: 672-1499). Alternate OSSO: Aleene Jenkins, ESH-DO, 667-7402, MS: K491.

Computer Security

- OCSR (Organizational Computer Security Representative) Unclassified Systems: Art Chavez, ESH-IM, 667-6366, 104-5243
- OCSR for Classified Systems: Alfred Garcia, ESH-OIO, 665-6703
- The Laboratory CPPM (Computer Protection Program Manager) is: Thomas Granich, S-5, 665-1795
- The Laboratory *Master Computer Protection Plan* is on file with: Art Chavez, ESH-IM, 667-6366, 104-5243
- The Laboratory Computer Security Specialist Representative for ESH Division is: Donald Prather, 665-1797
- Computer and Technical Security Home Page: http://int.lanl.gov/orgs/s/s5/index.shtm

Keys, Cores and Locks

- ESH Division Key/Core Custodian: Dennis Rupp, ESH-DO/CST-25, 667-4434, TA:48, Building RC:34, Room 104
- ESH Division Alternate Key/Core Custodian: Madeline Lovato, ESH-DO, 667-0776, TA:48, Building RC:34, Room 100
  NOTE: Each Office/Group maintains a copy of the ESH Division Lock, Key & Core Procedures.

OPSEC (OPerations SECurity)

Program Manager: Julie Crook, 665-3372, 104-3636, MS: F675. The OPSEC program provides a unique approach to the total protection philosophy at the Laboratory. It is designed to delay or deny an adversary hoping to exploit unclassified pathways to critical and sensitive information.

Level of Access

Employees and contractors at the Laboratory are authorized, or cleared, for access at three levels.

- *Q Level Clearance* is represented by a blue badge with the letter Q on the upper left hand corner. It is granted on a need-to-know basis, determined by the holder of the information in question.
- *L Level Clearance is* represented by a yellow badge with the letter L on the upper left hand corner. It is granted on a need-to-know basis.
- *Uncleared* status is represented by a gray badge for US Citizens and a red badge for Foreign Nationals. Uncleared badges do not show any level.
- *Stripped badges* represent Visitor and Facility-Specific access (stripe color corresponds to clearance level).

NOTE: A small "C" under the clearance level area indicates the person is a contractor to the Federal Government - this includes **all** Laboratory workers and subcontractors. Expiration date appears on the badge if individual is working under a date-limited agreement with LANL.

Security Areas

- Limited Area (LA): is a location where control measures prevent unauthorized access to SNM or classified material.

- Exclusion Area (EA): is an area where access to classified matter is afforded by an individual's presence.
- Protected Area (PA): is the protective perimeter of an MAA. It is for the protection of SNM and vital areas.
- Material Access Area (MAA): is located within a PA and established for the use, processing of storage of SNM.

Classification Levels and Categories

- Classification Levels, in descending order of importance and sensitivity: Top Secret, Secret, and Confidential.
- Classification Categories, in descending order of importance and sensitivity: Restricted Data, Formerly Restricted Data, and National Security Information.

Sensitive Unclassified Information - UCNI
UCNI is unclassified U.S. Government information that falls into one of three categories: 1) design of nuclear production or utilization facilities, 2) security measures for such facilities, or 3) declassified weapons information that once was classified as Restricted Data (RD) or Formerly Restricted Data (FRD). UCNI documents and material must be marked and controlled.

Security and Safeguards Division Contacts

- S-DO Division Office, Stanley Busboom, Director, 667-5911
- S-1 Security Plans and Programs, Sharon Eklund, 667-0558
- S-2 Program Integration, Kevin Leifheit, 667-7565
- S-3 Security Systems, Robert Pearson, 667-4801
- S-4 Material Control & Accountability, Steven Croney, 667-5886
- S-5 Computer & Technical Security, Thomas Granich, 665-1795
- S-6 Information & Personnel Security, Larry Freestone, 665-6565
- S-7 Classification, Jay Brown, 667-5011
- S-8 Emergency Management & Response, George Van Tiem, 667-6214
- S-SPO Special Projects Office, Bill Sprouse, 665-3505

ISEC - Internal SECurity Program
- Director, Ken Schiffer, 665-6090
- Foreign Visits and Assignments (including Foreign Travel), Lori Hutchins, 665-5561
- Counterintelligence, Terry Roth, 667-4840
- Analytical Staff, Larry Collins, 665-6413
- ISEC Home Page: http://s6server.lanl.gov/isec/team.htm

ESH Division Facility Manager
Sara Helmick, CST-25, TA 48, Bldg RC34, Office Phone: 667-9583, After Hours: 672-3169, Cell: 699-1243, Pager: 104-1061.